Information on the Digital Skills Award

	Digital Skills Award[2]
QCF level /credit value	Entry level 3 / 7 QCF credits
Guided learning hours	54
QAN	601/3447/1

Units

Computer basics	2
Online basics	1
Social networking	2
Digital media	2
Digital music	2
Digital photography	2
Audio and video software	2

[1]BCS Entry Level Certificate in Digital Skills (ITQ) (Entry 3) (QCF)
[2]BCS Entry Level Award in Digital Skills (ITQ) (Entry 3) (QCF)   optional units, choose two

What is the Digital Skills Award?

The Digital Skills Award is a flexible entry level qualification that covers first time use of a computer, going online, sending e-mails, making free internet calls using Skype, social networking (primarily Facebook), how to use an MP3 player, how to use iTunes, how to use a digital camera and how to share your pictures, music and videos online. Digital Skills is suitable for learners of all ages and abilities and has been designed to be as accessible as possible.

Upon successful completion, Learners will be awarded the BCS Entry Level Award in Digital Skills (ITQ) (Entry 3) (QCF). The completed qualification is worth **7 credits** which can be used to gain further ITQ qualifications.

How many attempts do I have to pass the assessments and exams?

There is no limit to the number of attempts that you have to successfully pass the **assessments**. If a Learner fails an exam they may re-sit the

exam, however, learners have a maximum of four attempts to pass the Digital Skills **exams** before the centre has to contact BCS to request any further attempts.

How is the Digital Skills Award tested?

Digital Skills provide a short assessment at the end of each unit, this comprises a combination of multi-choice questions and scenario based tasks, ensuring learners are ready to test. Once the assessments have been completed, the learner will be able to sit the unit exam.

Each exam is one hour and has to be successfully passed to receive the Digital Skills Award qualification. There is no marking or assessment required as all the testing is done automatically online.

What is the pass mark for the Digital Skills Award?

The pass rate for Digital Skills is a minimum of 75% per unit.

Where can I go for help and support with Digital Skills?

Learners should contact their centre for further help or assistance. BCS Approved Centres can contact BCS Client Services by phone: 01793 417530 or email: centresupport@bcs.uk. User guides can be found at www.bcs.org/quals/userguides.

How long does a candidate have to complete the Digital Skills Award?

The Digital Skills course has 54 guided learning hours, so it is achievable within one year enrolment. We do however allow up to three years from the date of enrolment.

Do I need to buy extra software to deliver the Digital Skills Award?

No. Digital Skills is delivered through online testing.

The candidates sit the assessments and exams on http://www.bqstesting.com/digitalskillsexam/. You can administrate the assessments and exams by logging into http://www.bqstesting.com/digitalskillsadmin/

Candidates must visit http://www.bcsgemini.com to complete the online courseware.

Do I have to do the units in any particular order?

No, you can choose to do the units in any order. However, depending on which units your learner is enrolled on, we have structured the course in what we believe to be a logical progression of learning. We would suggest you complete Digital Skills in the following order:

• Computer Basics

• Online Basics

• Social Networking

• Digital Media

• Digital Photography

• Digital Music

• Audio and Visual Software

Is there any training required for the centre to deliver the Digital Skills Award?

There is no mandatory training required to deliver Digital Skills, however members of staff must be occupationally competent. We do however recommend they watch the webinar and have read the guides for the Gemini system and the BQS systems found at www.bcs.org/quals/userguides

What are the units in Digital Skills?

There are 7 units to Digital Skills, however as this is a flexible qualification, your learner must complete four of the following units:

- Computer Basics*****
- Online Basics*****
- Social Networking
- Digital Media
- Digital Photography
- Digital Music
- Audio and Visual Software

*Computer Basics and Online Basics are mandatory units to complete the Digital Skills Award